

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1996-97) ORDINANCE NO. 97-695
BUDGET AND APPROPRIATIONS)
SCHEDULE BY TRANSFERRING \$23,500)
FROM MATERIALS AND SERVICES TO)
CAPITAL OUTLAY IN THE MERC) Introduced by Councilor
ADMINISTRATION FUND TO PROVIDE FOR) Ruth McFarland
UNANTICIPATED CAPITAL EXPENDITURES,)
AND DECLARING AN EMERGENCY)

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations with the FY 1996-97 Budget; and

WHEREAS, The need for a transfer of appropriation has been justified; and

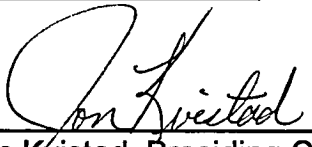
WHEREAS, Adequate funds exist for other identified needs; now, therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS:

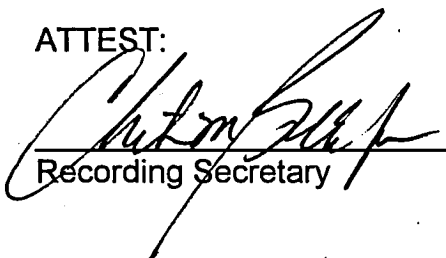
1. That the FY 1996-97 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance for the purpose of transferring \$23,500 from the MERC Administration Fund materials and services appropriation to capital outlay for the purpose of providing funds for purchase of computer equipment and other auxiliary purchases.

2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

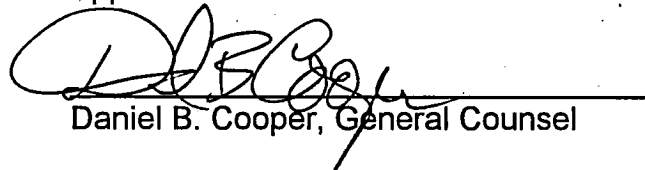
ADOPTED by the Metro Council this 26th day of June, 1997.


Jon Kvistad, Presiding Officer

ATTEST:


Recording Secretary

Approved as to Form:


Daniel B. Cooper, General Counsel

**Exhibit A
Ordinance No. 97-695**

Metro ERC Administration Fund

| ACCT # | DESCRIPTION | FISCAL YEAR 1996-97 | | CURRENT BUDGET | | REVISION | | PROPOSED BUDGET | |
|---|--|---------------------|----------------|----------------|-----------------|-------------|----------------|-----------------|--------|
| | | FTE | AMOUNT | FTE | AMOUNT | FTE | AMOUNT | FTE | AMOUNT |
| Total Personal Services | | 7.70 | 495,569 | 0.00 | 0 | 7.70 | 495,569 | | |
| <u>Materials & Services</u> | | | | | | | | | |
| 521100 | Office Supplies | | 9,340 | | 0 | | 9,340 | | |
| 521110 | Computer Supplies | | 7,300 | | (7,300) | | 0 | | |
| 521290 | Other Supplies | | 430 | | 0 | | 430 | | |
| 521292 | Small Tools | | 374 | | 0 | | 374 | | |
| 521310 | Subscriptions | | 380 | | 0 | | 380 | | |
| 521320 | Dues | | 1,365 | | 0 | | 1,365 | | |
| 521540 | Maint. & Repairs Supplies-Equipment | | 360 | | 0 | | 360 | | |
| 524120 | Legal Fees | | 0 | | 0 | | 0 | | |
| 524130 | Promotion/Public Relations Services | | 0 | | 0 | | 0 | | |
| 524190 | Misc. Professional Services | | 17,800 | | 0 | | 17,800 | | |
| 525640 | Maint. & Repairs Services-Equipment | | 43,600 | | (16,200) | | 27,400 | | |
| 525710 | Equipment Rental | | 7,870 | | 0 | | 7,870 | | |
| 525720 | Building Rental | | 0 | | 0 | | 0 | | |
| 526200 | Ads & Legal Notices | | 832 | | 0 | | 832 | | |
| 526310 | Printing Services | | 4,940 | | 0 | | 4,940 | | |
| 526320 | Typesetting & Reprographics | | 500 | | 0 | | 500 | | |
| 526410 | Telephone | | 500 | | 0 | | 500 | | |
| 526420 | Postage | | 0 | | 0 | | 0 | | |
| 526430 | Catalogues & Brochures | | 1,040 | | 0 | | 1,040 | | |
| 526440 | Delivery Services | | 15,500 | | 0 | | 15,500 | | |
| 526420 | Postage | | 3,895 | | 0 | | 3,895 | | |
| 526500 | Travel | | 6,160 | | 0 | | 6,160 | | |
| 526700 | Purchased Labor | | 8,500 | | 0 | | 8,500 | | |
| 526800 | Training, Tuition, Conferences | | 16,465 | | 0 | | 16,465 | | |
| 529500 | Meeting Expenditures | | 7,000 | | 0 | | 7,000 | | |
| 529800 | Miscellaneous | | 1,040 | | 0 | | 1,040 | | |
| 529835 | External Promotions Expense | | 1,400 | | 0 | | 1,400 | | |
| Total Materials & Services | | | 156,591 | | (23,500) | | 133,091 | | |
| <u>Capital Outlay</u> | | | | | | | | | |
| 571500 | Purchases-Office Furniture and Equipment | | 34,800 | | 23,500 | | 58,300 | | |
| Total Capital Outlay | | | 34,800 | | 23,500 | | 58,300 | | |
| Total Contingency and Unappropriated Balance | | | 32,643 | | 0 | | 32,643 | | |
| TOTAL REQUIREMENTS | | 7.70 | 719,603 | 0.00 | 0 | 7.70 | 719,603 | | |

Exhibit B
Ordinance No. 97-695
FY 1996-97 SCHEDULE OF APPROPRIATIONS

| | Current Budget | Revision | Proposed Budget |
|--------------------------------------|---------------------------|-----------------|----------------------------|
| METRO ERC ADMINISTRATION FUND | | | |
| Personal Services | \$495,569 | \$0 | \$495,569 |
| Materials & Services | 156,591 | (23,500) | 133,091 |
| Capital Outlay | 34,800 | 23,500 | 58,300 |
| Contingency | 32,643 | 0 | 32,643 |
| Total Fund Requirements | \$719,603 | \$0 | \$719,603 |

ALL OTHER APPROPRIATIONS REMAIN AS ADOPTED

METROPOLITAN EXPOSITION-RECREATION COMMISSION
Resolution No. 97-11


Authorizing a budget amendment to the FY 1996-97 Adopted Budget for the MERC Administration Fund related to an anticipated over-expenditure of Capital Outlay expenditures.


The Metropolitan Exposition-Recreation Commission finds that the following budget amendment is necessary:

| | <u>Adopted Budget</u> | <u>Amendment</u> | <u>Revised Budget</u> |
|----------------------|---------------------------|------------------|---------------------------|
| Materials & Services | \$ 158,591 | \$(23,500) | \$ 133,091 |
| Capital Outlay | \$ 34,800 | \$ 23,500 | \$ 58,300 |

BE IT THEREFORE RESOLVED that the Metropolitan Exposition-Recreation Commission here-by approves the above budget amendment and submits it to the Metro Council under the Metro Code provisions applicable to FY 1996-97.

Passed by the Commission on March 22, 1997.



Chair


Secretary-Treasurer

Approved as to Form:
Daniel B. Cooper, General Counsel

By: 

Kathleen Pool, Assistant Counsel

MERC STAFF REPORT

Agenda Item/Issue: Approval of amendment to the FY 1996-97 budget for MERC Administration.

Resolution No. 97-11

Date: March 14, 1997

Presented by: Norman Kraft

Background and Analysis: This \$23,500 budget amendment is anticipated to be necessary to prevent an over-expenditure of Capital Outlay appropriations by year-end. The total costs of the Computer Upgrade Project have not been posted yet but MERC Administration has exceeded their appropriations in Capital Outlay. The over-expenditure was due to the following:

- Software costs for the project were budgeted as part of Material & Services appropriations, however once the project began there was a decision to capitalize the costs. Thereby creating a need to move the appropriations to where the costs have been recorded.
- There was approximately \$7,200 in a one time fee to upgrade the support costs for the Alpha hardware to a three year maintenance agreement that was not anticipated when the budget for the project was assembled. This one time fee replaces annual support costs of approximately \$27,000 for three years.
- The original proposal called for a PC with a 16 Bit memory capacity and the PC that was accepted had a 32 Bit capacity. This additional memory capability plus additional expenses for network cards, printer cards and cables accounted for approximately \$3,000 in additional costs.
- Another primary cost factor was in additional hardware costs that were not anticipated as part of the MERC Administration network costs. This equipment included such items as repeaters and modems.
- There is also approximately \$3,000 built into this transfer to allow for additional unforeseen costs before this project is completed.

The appropriation transfers will come from two line-items within Materials & Services, \$7,300 from Computer Software and \$16,200 from Maintenance & Repair Services - Equipment. The reason for choosing these two line-items are contained in the above issues causing the over-expenditure.

Fiscal Impact: The movement of \$23,500 of Material and Services appropriations to Capital Outlay has no impact on total appropriations. It is necessary to move this appropriation to avoid an over-expenditure of budget, which is a violation of Oregon Budget Law.

MERC STAF REPORT

Resolution 97-11

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| | <u>Balance</u> <u>Prior to Change</u> | <u>Additions</u> | <u>Deletions</u> | <u>Balance</u> <u>Adjusted</u> |
|---------------------------------|--|------------------|------------------|-----------------------------------|
| <u>Expenditures</u> | | | | |
| Material & Services: | 156,591 | 0 | (23,500) | 133,091 |
| Computer Software: | 7,300 | 0 | (7,300) | 0 |
| Maint.&Repair-Srvcs | 43,600 | 0 | (16,200) | 27,400 |
| | | | | |
| Capital Outlay | 34,800 | 0 | 23,500 | 58,300 |
| Office F & F | 34,800 | 0 | 23,500 | 58,300 |

Recommendation: Staff recommends that the Commission approve the revised and amended FY 1996-1997 Budget for MERC Administration.

STAFF REPORT

CONSIDERATION OF ORDINANCE 97-695 AMENDING THE FY 1996-97 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING \$23,500 FROM MATERIALS AND SERVICES TO CAPITAL OUTLAY IN THE MERC ADMINISTRATION FUND TO PROVIDE FOR UNANTICIPATED CAPITAL EXPENDITURES, AND DECLARING AN EMERGENCY.

Date: April 23, 1997

Presented by: Mark Williams
Norman Kraft

FACTUAL BACKGROUND AND ANALYSIS

On March 22, 1997, the Metropolitan Exposition-Recreation Commission (MERC) passed Resolution No. 97-11 authorizing adjustments to the budget appropriations of the MERC Administration Fund. The resolution is attached for reference.

This budget adjustment moves appropriations from the materials and services portion of the budget to capital outlay. The adjustment is necessary because when the budget was prepared for this fund it was anticipated that the expenditures for the computer upgrades planned within the budget would be partially expended from materials and services and partially from capital outlay. When the equipment was purchased, certain pieces of software and auxiliary equipment were considered capital items and therefore had to be purchased from capital outlay. This caused the capital outlay portion of this budget to be over appropriations. If, at the end of the fiscal year, this budget were found to be over appropriations, it would be a violation of Oregon Budget Law.

The action requested of the Council prevents this violation.

FISCAL IMPACT

The requested budget adjustment of \$23,500 is reflected below:

| | <u>Current Budget</u> | <u>Adjustment</u> | <u>Revised Budget</u> |
|--------------------------|---------------------------|-------------------|---------------------------|
| MERC Administration Fund | | | |
| Personal Services | \$495,569 | | \$495,569 |
| Materials & Services | 156,591 | (23,500) | 133,091 |
| Capital Outlay | 34,800 | 23,500 | 58,300 |
| Contingency | 32,643 | | 32,643 |
| Total Fund Expenditures | \$719,603 | 0 | \$719,603 |